

Appendix A

If you have short term rental revenue, which is numerous rental periods of less than 30 days, you may be required to collect and remit GST and PST. Please contact our office with your rental details to discuss if you think your rental may qualify as a short-term rental.

| RENTAL PROPERTIES | | | |
|-------------------------------|---------------|---------------|---------------|
| | Property 1 | Property 2 | Property 3 |
| Street Address | | | |
| City | | | |
| Postal Code | | | |
| Ownership percentage | | | |
| Other owners name | | | |
| Revenue | Amount | Amount | Amount |
| Short term rental revenue | \$ | \$ | \$ |
| Long term rental revenue | \$ | \$ | \$ |
| Expense | Amount | Amount | Amount |
| Advertising | \$ | \$ | \$ |
| Insurance | \$ | \$ | \$ |
| Mortgage interest | \$ | \$ | \$ |
| Office expenses | \$ | \$ | \$ |
| Legal and accounting fees | \$ | \$ | \$ |
| Management and admin fees | \$ | \$ | \$ |
| Maintenance and repairs | \$ | \$ | \$ |
| Salaries, wages and benefits | \$ | \$ | \$ |
| Property taxes | \$ | \$ | \$ |
| Travel | \$ | \$ | \$ |
| Utilities | \$ | \$ | \$ |
| Motor vehicle expenses | \$ | \$ | \$ |
| Strata fees | \$ | \$ | \$ |
| Other (security, cable, etc): | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |